CHILD NUTRITION
NATIONAL SCHOOL LUNCH PROGRAM

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School Operations

School Call Update

Food and Nutrition Division
National School Lunch Program

Updated 8/29/2024
www.SquareMeals.org

01 Attachment B Uploads

02 Categorical Eligibility in TX-ELMS

03 Deadlines in AR/PR

04 Updated PR Table

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Attachment B Uploads

- **Opens: July 1, 2024**
- **Closes: October 31, 2024**
- **Submit:**
  - *School Meal Application*
  - *Application Instructions*
  - *All eligibility template letters used.*
- **SFAs operating CEP or Provision 2 (not in the base year) do not need to complete the Attachment B Upload.**

- **RCCIs without day students do not need to complete the Attachment B Upload.**

TX-ELMS

Monthly DC List Upload

Normally, the July direct certification (DC) list in TX-ELMS is the largest with the most names. This is not the case this school year.

SFAs should expect a smaller direct certification (DC) list for July 2024. There will be an increase in the number of names in August and September 2024.

ARM Section 4, page 51

Direct Certification for SNAP TANF, Medicaid Free, and Medicaid Reduced Eligibility

All CEs regardless of their size <u>are required</u> to use the direct certification component[86] in Texas-ELMS. In essence, direct certification is the identification of categorically eligible students through means <u>other than</u> getting information from the household.

ARM Section 5, page 7

Direct Certification Matching Requirement

<u>All CEs are required</u> to conduct Direct Certification matching each month. This includes Direct Certification matching for CEP and P2 schools. This information will assist the CE in preparing for the *Annual Verification Report, FNS-742 (USDA's School Food Authority [SFA] Verification Collection Report, FNS-742)* and the CEP yearly report.

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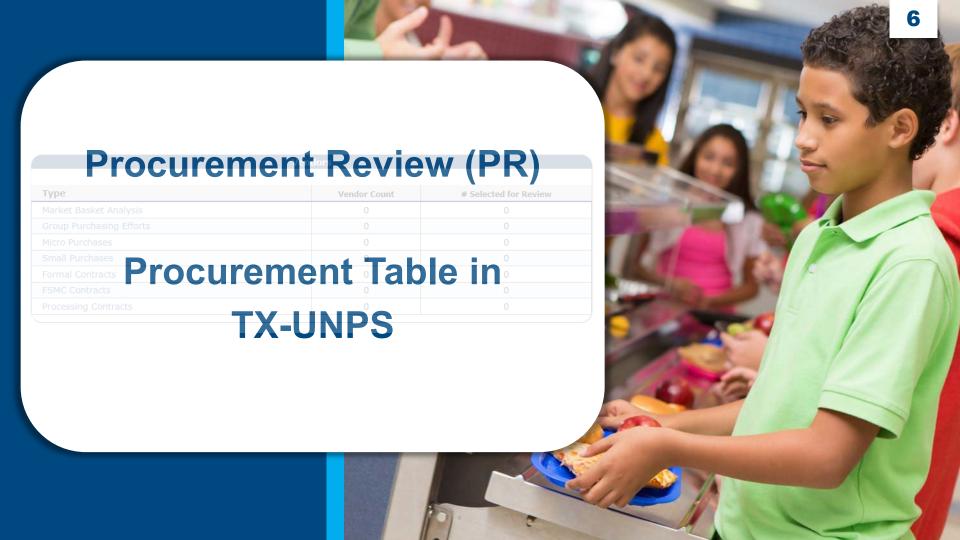NATIONAL SCHOOL LUNCH PROGRAM

Administrative Review and Procurement Review Due Dates

- Update contact information in TX-UNPS

- Adhere to due dates

- Reach out to your ESC for technical assistance and training

- On site trainings at ESCs scheduled for Food Service Management (FSMC) SFAs

- FSMC Fridays will also be ongoing this year. Invitation sent - First one is Friday September 20th

Important: Adhering to due dates and ensuring active communication with the reviewer will avoid findings being called for not submitting requested documentation.

Resource: https://squaremeals.org/Programs/National-School-Lunch-Program/Compliance

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Procurement Review (PR)
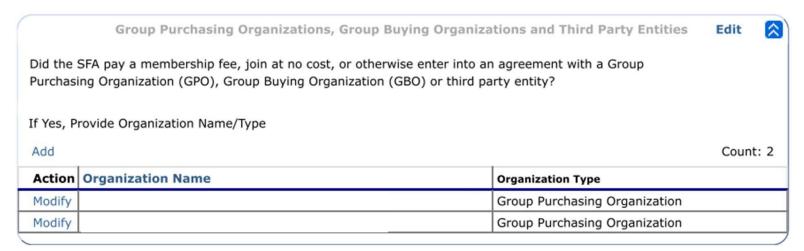
Procurement Table in TX-UNPS

Procurement Review (PR) Table

In previous years

There was a box for the SFA to add their Group Purchasing Organizations (GPO), Group Buying Organizations (GBO) and third-party entities. This would then populate as a drop-down menu in the "Add Formal Vendor" form.

This is screenshot from last year's PR Table.

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Procurement Table for Procurement Reviews

2024-2025 Review Year Update to TX-UNPS Procurement Review Form-set

Group Purchasing Efforts

The SFA enters **only** the GPO/ GBO/Third Parties that were used to gain access to vendors paid out of the non-profit school foodservice account and listed on the Procurement Table.

SFAs **must** enter vendors into the Procurement Table based on method of procurement.

Micro & Small Purchase Threshold Information	Edit
What is the LEA/SFA micro-purchase threshold?	0.00
What is the STATE micro-purchase threshold, if applicable?	0.00
What is the LEA/SFA small-purchase threshold?	50000.00
What is the STATE small-purchase threshold, if applicable?	50000.00

Vendors

Type	Vendor Count	# Selected for Review
Market Basket Analysis	0	0
Group Purchasing Efforts	19	0
Micro Purchases	7	3
Small Purchases	0	0
Formal Contracts	3	3
FSMC Contracts	1	1
Processing Contracts	0	0

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Procurement Table for Procurement Reviews

The SFA must identify the following information:

- "Group Purchasing Effort/Name."
- "Vendor ID." This is the number the SFA used to identify the GPO/GBO/Third Party in their General Ledger. If the SFA did not use a GPO/GBP/Third Party in their purchases, the SFA will enter "None."
- "General Goods/Services Provided:" This box must include the name of the vendor that the GPO/GBO/Third Party used.
- The SFA must leave "Total Paid to Vendor" blank. TDA addresses this through the Co-op review project.
- For "Group Type" select from drop-down menu.
- You can leave the "Comments" section blank.

Group Purchasing Efforts   X

Group Purchasing Effort/Name:	
Vendor ID:	
General Goods/Services Provided:	
Total Paid to Vendor:	▼
Group Type:	▼
Comments:	
Selected for Review:	☐

Save

Procurement Table for Procurement Reviews

2024-2025 Review Year Update to TX-UNPS Procurement Review Form-set

The SFA saves the GPO/GBO/Third Party form.

The SFA will continue until all items have been entered.

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Procurement Table for Procurement Reviews

2024-2025 Review Year Update to TX-UNPS Procurement Review Form-set

When adding vendors to the PR table, the "Contract Value" or "Total Amount Spent" box now have a drop down where the SFA will select from a range spent with that vendor.

Formal Contracts   x

Vendor Name:

Vendor ID:

Goods/Services Provided:

Contract Value:

$250,000 or below
Above $250,000 but below $500,000
Between $500,000 and $1 million
Above $1 million

Solicitation Type (IFB or ...)

Contract type (Fixed Pri...)

Contract Duration:

Did the SFA receive more than one response to its solicitation?

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    Washington, D.C. 20250-9410; or

2. **fax:**
    (833) 256-1665 or (202) 690-7442; or

3. **email:**
    program.intake@usda.gov

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